



COUNTY OF SAN DIEGO  
**Great Government Through the General Management System – Quality, Timeliness, Value**  
DEPARTMENT OF HUMAN RESOURCES

CLASS SPECIFICATION

CLASSIFIED

BUILDING / ENFORCEMENT SUPERVISOR

Class No. 003715

■ CLASSIFICATION PURPOSE

To plan, assign, organize, and supervise the work of an building/enforcement unit in the Department of Planning and Land Use; to oversee the work of staff responsible for; issuance of building permits; plan checking; inspections; public records; archives; investigating and initiating procedures to abate violations of State, Municipal and County laws; building codes; grading ordinances; zoning laws; solid waste enforcement; noise; abandoned vehicles; health, safety and public nuisances; and cashiering and clerical support; to personally perform complex investigations; and to perform related work as required.

■ DISTINGUISHING CHARACTERISTICS

Building / Enforcement Supervisor is a first-line supervisory class. Under the direction of the Building / Enforcement Manager, position, this class performs a wide variety of administrative and analytical duties. Incumbents may also perform some of the more difficult/complex assignments, particularly involving differences of opinion with the public where good public relations must be maintained. Leadership ability as well as technical expertise are important factors.

■ FUNCTIONS

**The examples of functions listed in the class specification(s) are representative but not necessarily exhaustive or descriptive of any one position in the class(es). Management is not precluded from assigning other related functions not listed herein if such functions are a logical assignment for the position.**

Essential Functions (General):

1. Plans, assigns, audits, evaluates, trains, and supervises the work of a building/enforcement unit responsible for issuance of building permits, plan checking, inspections, public records, cashiering, archives, investigations, enforcement duties, and cashiering and clerical support.
2. Receives, screens, and evaluates questions and/or complaints from various sources regarding possible land use issues and violations and provides information to the public.
3. Reviews activity and field reports prepared by subordinates for decisions regarding compliance or non-compliance with laws and ordinances.
4. Interprets plans and prepares reports as necessary.
5. Reviews correspondence and provides responses to inquiries and referrals from County officials as assigned.
6. Acts as resource person or speaker to inform others on building/enforcement matters.
7. Provides courteous, high quality service to members of the public by personally responding to requests for service or appropriate referral.

BUILDING OPTION

In addition to the general functions above;

1. Confers with owners, architects, and builders regarding building design, construction, and compliance with building codes as needed.
2. Performs special inspections of structures, plumbing, electrical, mechanical, grading, and soils work.

ENFORCEMENT OPTION

In addition to the general functions above;

1. Supervises and/or investigates the most complex cases in the areas of building, grading and zoning ordinances, solid waste enforcement, and public nuisance abatement.
2. Supervises the compilation of information for court cases.
3. Coordinates enforcement activities with other County departments, agencies, or groups.
4. May testify or serve as a subject matter expert in court.
5. Makes recommendations regarding permit issuance or renewal as required.

#### ■ KNOWLEDGE, SKILLS, AND ABILITIES

##### General Knowledge of:

- State laws, County ordinances, and Regulatory Codes governing building, land use, occupancy, zoning matters, solid waste enforcement, life safety conditions, abandoned vehicle abatement, and public nuisances.
- Principles and techniques of supervision and personnel management.
- Scheduling, training, supervising, reviewing, and evaluating the work of subordinate staff.
- Field inspection and interviewing techniques.
- The functions and operations of computerized systems related to building permit, inspection, and enforcement data.
- Telephone, office, and online etiquette.
- County customer service objectives and strategies.
- The General Management System in principle and in practice.
- Permitting processes.

##### BUILDING OPTION:

In addition to the general knowledge above

- Structural technology, construction practices, and techniques related to new building construction and/or remodeling of existing structures involving conversion or restructuring.
- Methods and techniques for analyzing and interpreting construction design plans, specifications, and working plans related to inspection procedures and practices.
- The variety and characteristics of construction materials and their proper installation.

##### ENFORCEMENT OPTION:

In addition to the general knowledge above

- Report writing and case preparation for legal action, including prosecution by attorneys.
- Rules of evidence in criminal and civil law.
- Administrative and criminal hearings involving enforcement activities.

##### Skills and Abilities to:

- Perform effectively in an advisory role and to work tactfully and effectively with owners, architects, builders, and the general public in effecting compliance to codes of regulatory practices.
- Deal professionally with difficult and controversial issues that may affect members of the public.
- Prepare correspondence and reports.
- Establish workload priorities.
- Supervise, train, evaluate, and document the work of subordinates.
- Communicate effectively both orally and in writing.
- Communicate effectively with a variety of individuals representing diverse cultures and backgrounds and function calmly in adverse situations, which require a high degree of sensitivity, tact, and diplomacy.
- Treat County employees, representatives of outside agencies, and members of the public with courtesy and respect.
- Assess the customer's immediate needs and provide customer with needed services through personal service or referral.
- Provide prompt, efficient, and responsive service.
- Exercise appropriate judgment in answering questions and releasing information; analyze and project consequences of decisions and/or recommendations.

##### BUILDING OPTION:

In addition to the general skills and abilities above

- Analyze and interpret building design details, plans, and specifications.
- Apply principles and practices of structural technology related to building construction, maintenance, compliance, inspection, and appraisals.

#### ENFORCEMENT OPTION:

In addition to the general skills and abilities above

- Interpret and explain County ordinances.
- Initiate legal action for issues of non-compliance.
- Testify in court.
- Conduct complex investigations.

#### ■ EDUCATION/EXPERIENCE

Education, training, and/or experience that demonstrate possession of the knowledge, skills and abilities listed above. Examples of qualifying education/experience are:

#### BUILDING OPTION:

1. Four (4) years of progressively responsible experience inspecting buildings and/or building plan review and enforcing municipal, county, and/or state building codes; with two (2) of the four (4) years performing the most complex inspections including, but not limited to, commercial or high rise buildings, tracts, apartments, and condominiums; OR,
2. Two (2) years as a Building Inspector II or Plans Examiner with the County of San Diego.

#### ENFORCEMENT OPTION:

1. Four (4) years of progressively responsible experience in a public agency performing investigative/enforcement work of municipal, county, and/or state/federal laws, building codes and regulations for buildings, land use, zoning, solid waste, or the abatement of public nuisances; with two (2) of the four (4) years performing the most complex investigations/enforcement; OR,
2. Two (2) years as a Code Enforcement Officer with the County of San Diego; OR,
3. An associate of Arts degree in building construction/inspection, criminal justice or a related field, AND, three (3) years of progressively responsible experience in a public agency performing investigative/enforcement of municipal, county, and/or state/federal laws, ordinances and regulations related to land use, building inspection, zoning, solid waste management or the abatement of public nuisances.

**Note:** Supervisory experience is highly desirable.

#### ■ ESSENTIAL PHYSICAL CHARACTERISTICS

**The physical characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of the classification(s). Reasonable accommodation may be made to enable an individual with qualified disabilities to perform the essential functions of a job, on a case-by-case basis.**

Continuous upward and downward flexion of the neck. Frequent: sitting, repetitive use of hands to operate computers, printers and copiers, walking, standing, bending and twisting of neck, bending and twisting of waist, climbing, kneeling, repetitive hand use, simple grasping, pushing, pulling, and reaching above and below shoulder level. Occasional: squatting, crawling, power grasping, fine manipulation, lifting of objects up to 30 pounds.

#### ■ SPECIAL NOTES, LICENSES, OR REQUIREMENTS

##### License

A valid California class C driver's license, which must be maintained throughout employment in this class, is required at time of appointment, or the ability to arrange necessary and timely transportation for field travel. Employees in this class may be required to use their own vehicle.

##### Certification:

##### Building Option (Inspection):

Required within the first six (6) months of employment in this class.

- 1) Certification as a Building Official, OR
- 2) Certification as a Building Plans Examiner AND Combo Dwelling Inspector, OR
- 3) Certification as a Combination Inspector

Building Option (Plan Review):

Required within the first six (6) months of employment in this class.

Certification as a Building Plans Examiner

Enforcement Option:

Certificate of completion of P.O.S.T. approved P.C. 832 training within the first six (6) months of employment in this class.

Working Conditions

Building Option:

May perform physical inspections of single and multiple-story buildings in all phases of construction, repair, or remodeling and in all types of weather conditions. May require driving cars, trucks, and other equipment. May require working around equipment and machinery. May require walking on uneven ground. May be exposed to excessive noise; extremes in temperature, humidity, or wetness; and dust, gas, fumes, or chemicals. May require working at heights, operation of foot controls or repetitive foot movement. May require occasional evening and weekend work.

Enforcement Option:

Incumbents walk on uneven ground and hillsides and are exposed to all weather conditions.

Background Investigation

Must have a reputation for honesty and trustworthiness. Misdemeanor and/or felony convictions may be disqualifying depending on type, number, severity, and recency. Prior to appointment, candidates will be subject to a background investigation.

Probationary Period

Incumbents appointed to permanent positions in this class shall serve a probationary period of 12 months (Civil Service Rule 4.2.5).

**New: June 10, 1976, (Supervising Building Inspector)**  
**New: February 1, 1989, (Supv. Code Enforcement Officer)**  
**Revised: May 10, 1996, (Supv. Code Enforcement Officer)**  
**Revised: November 26, 2003, (Supervising Building Inspector)**  
**Reviewed: Spring 2003**  
**Revised: May 18, 2004, (Supervising Building Inspector)**  
**Revised: June 9, 2004, (Supervising Building Inspector)**  
**Revised: June 14, 2004, (Supv. Code Enforcement Officer)**  
**Retitled/Combined: April 29, 2005**  
**Revised: November 2005**